

If an organization is to be aligned, so too must be the agendas for supervisory meetings. Studer Group recommends that leaders adopt the same standardized meeting model like the one below and use it for every supervisory meeting.

Many organizations choose to modify this model or create their own. Just be sure that every leader uses the same one, and then cascade the template to all supervisory sessions. Organizations that have a standard meeting model perform better than those that do not.

## A Meeting Model That Works

### Studer Group Supervisory Meeting Model

***Leaders bring the following items and results to their immediate supervisor:***

1. Leader Evaluation
2. Monthly Report Card
3. ***External Environment / Industry Issues***
4. 90-Day Work Plan
5. Linkage Grid from Leadership Development Institute  
(follow-up assignments)
6. Rounding Logs
7. Thank-You Notes
8. People Trends and Issues - Standards of Behavior